

PERSONAL INFORMATION

2. Job title: _____

Department: _____

Dates: from _____ to _____

Salary: starting _____ ending _____

Description of duties, tasks and accomplishments: _____

Honors/awards: _____

Special courses taken (seminars, workshops, training programs): _____

What did you dislike about this job? _____

What did you like about this job? _____

3. Job title: _____

Department: _____

Dates: from _____ to _____

Salary: starting _____ ending _____

Description of duties, tasks and accomplishments: _____

Honors/awards: _____

Special courses taken (seminars, workshops, training programs): _____

What did you dislike about this job? _____

What did you like about this job? _____

WORK EXPERIENCE

Start with your most recent job and work back. Unpaid positions can be considered work experience.

NOTE: Use additional pages as needed.

1. Job title: _____

Company name and address: _____

Supervisor's name: _____

Dates: from _____ to _____

Salary: starting _____ ending _____

Describe what you did on this job: _____

Accomplishments/awards/honors: _____

What did you dislike about this job? _____

What did you like about this job? _____

2. Job title: _____

Company name and address: _____

Supervisor's name: _____

Dates: from _____ to _____

Salary: starting _____ ending _____

Describe what you did on this job: _____

Accomplishments/awards/honors: _____

What did you dislike about this job? _____

What did you like about this job? _____

EDUCATION AND TRAINING**High School**

Name and address: _____

Year graduated or number of years completed: _____

In what subjects did you do best? _____

What subjects did you like most? _____

What subjects did you like least? _____

Honors/awards/accomplishments: _____

Clubs/organizations (offices held, duties, accomplishments): _____

Colleges Attended

Names and addresses of colleges or universities attended: _____

Year graduated or number of years completed: _____

Degrees/certificates earned: _____

Degree major: _____

Degree minor(s): _____

In what subjects did you do best? _____

What subjects did you like most? _____

What subjects did you like least? _____

Honors/awards/accomplishments: _____

Clubs/organizations/activities (offices held, duties, accomplishments, etc.): _____

Graduate Education

Name and address of educational institution: _____

Year graduated or number of years completed: _____

Degrees, Certificates, Licenses earned: _____

Degree major: _____

Degree minor(s): _____

In what subjects did you do best? _____

What subjects did you like most? _____

What subjects did you like least? _____

Honors/awards/accomplishments: _____

Clubs/organizations/activities (list offices held, duties and accomplishments): _____

Training (professional, technical, clerical, management, license, certificate, etc., training programs)

NOTE: Make a separate entry for each training program that you completed.

1. Name and address of educational or technical institute or location of training: _____

Course(s) attended: _____

Description of course(s): _____

Date attended: _____

Hours/credits completed: _____

Certificate/license earned: _____

Honors/awards: _____

2. Name and address or location of training: _____

Course(s) attended: _____

Description of course(s): _____

Date attended: _____

Hours/credits completed: _____

Certificate/license earned: _____

Honors/awards: _____

3. Name and address or location of training: _____

Course(s) attended: _____

Description of course(s): _____

Date attended: _____

Hours/credits completed: _____

Certificate/license earned: _____

Honors/awards: _____

SPECIAL SKILLS**Foreign Languages/American Sign Language**

Fluent in: _____

Knowledge of: _____

Computer Languages

Fluent in: _____

Knowledgeable of: _____

Computer Hardware

Expert in: _____

Knowledge of: _____

Computer Software

Expert of: _____

Knowledge of: _____

Machines/Equipment

Operate: _____

Repair: _____

Clerical Skills: _____**Other:** _____**OTHER INFORMATION**

Hobbies/interests: _____

Memberships in organizations: _____

Offices held/duties/accomplishments: _____

Volunteer/community activities (duties and accomplishments): _____